



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

BUDGET COMMITTEE

THURSDAY, OCTOBER 16, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Receive and File Summary Schedule of Plan A / Plan B – 2009 Budget (mailed)
6. Adopt Plan B Implementation for the Following Departments: (mailed)
 - Macomb County Community Services Agency
 - 42nd District Court Division I - Romeo
 - 42nd District Court Division II – New Baltimore
 - Macomb County Community Mental Health
 - Macomb County Clerk and Register of Deeds
 - Information Technology / Telecommunications
 - Purchasing
 - Facilities and Operations and F & O Security
7. New Business
8. Public Participation
9. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

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Kathy Tocco - District 20

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Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: receive and file the summary schedule of Plan A/Plan B – 2009 Budget.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

Attached is a schedule – Summary of Plan A/Plan B. This schedule summarizes the actions regarding the reductions to the projected 2009 Budget to date.

The first column Plan A (8/26 & 9/23) –shows the approved budgetary reductions by the Budget Committee regarding Plan A on August 26 and September 23, 2008.

The Column Plan B Target – shows the Plan B targeted dollar amount for each department.

The Column Sub Total Plan A & Plan B Target – is the dollar sum total of the two columns mentioned above.

The Column Approval to Date – shows the approved Plan B reductions to date. The final column shows the grand total approved for Plan A and Plan B to date.

This schedule shows that the action of the Board has reduced the projected 2009 budget deficit by \$8,400,321 including 43.5 positions to date.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008

SUMMARY OF PLAN A/PLAN B

DEPARTMENT	PLAN A (8/26 & 9/23)		SUB TOTAL		APPROVAL TO DATE			
	APPROVED	POS	PLAN B TARGET	PLAN A & PLAN B TARGET	PLAN B		PLAN A & B	
					APPROVED	POS	APPROVED	POS
Board of Commissioners	0		32,200	32,200			0	0
Conference & Seminar	5,500		0	5,500			5,500	0
Legislative Expense (Conf Expense)	17,219		0	17,219			17,219	0
Child Care-DHS	0		316,890	316,890			0	0
Child Care-Juvenile Court	0		127,540	127,540			0	0
Circuit Court	0		120,120	120,120			0	0
Circuit Court-Reimbursement	0		24,500	24,500			0	0
Clerk	0		181,300	181,300			0	0
Community Corrections	0		18,340	18,340	18,340		18,340	0
Community Mental Health	95,000		242,480	337,480			95,000	0
Community Services	0		44,380	44,380			0	0
Corporation Counsel	150,029	1	42,840	192,869	0 *7		150,029	1
District Court New Balt	0		17,570	17,570			0	0
District Court Probation	0		15,330	15,330			0	0
District Court Romeo	0		7,630	7,630			0	0
Emergency Mgt	0		9,940	9,940			0	0
Equalization	54,899	1	43,610	98,509	0 *6		54,899	1
Facilities and Operations	485,096	5	646,450	1,131,546			485,096	5
Facilities and Operations-Security	110,253	2	25,200	135,453			110,253	2
Parking Equipment	-200,000		0	-200,000			-200,000	0
Finance	58,503	1	91,000	149,503			58,503	1
Friend of the Court	30,073	1	266,980	297,053			30,073	1
Health Department	336,000		633,360	969,360			336,000	0
Human Resources	70,000		91,770	161,770	91,869	1	161,869	1
Information Technology	163,616	3	185,850	349,466			163,616	3
Juvenile Court	0		226,450	226,450			0	0
Juvenile Justice Center	125,000		305,970	430,970			125,000	0
Library	0		105,560	105,560			0	0
Martha T. Berry	908,135	11.5	0	908,135			908,135	11.5
MSU Extension	20,000		42,840	62,840	42,840		62,840	0
Parks and Recreation (Close)	1,009,249	7	0	1,009,249			1,009,249	7
Parks and Recreation-Maint Park	-115,500		0	-115,500			-115,500	0
Planning	281,843	4	113,190	395,033	101,471	1	383,314	5
Probate Court-Mental	0		42,840	42,840			0	0
Probate Court-Wills	0		86,450	86,450			0	0
Prosecuting Attorney (Reclass)	25,680		450,520	476,200			25,680	0
Public Affairs	0		7,630	7,630			0	0
Public Works	0		146,090	146,090	146,090		146,090	0

SUMMARY OF PLAN A/PLAN B

DEPARTMENT	PLAN A (8/26 & 9/23)		PLAN B TARGET	SUB TOTAL PLAN A & PLAN B TARGET		APPROVAL TO DATE	
	APPROVED	POS		PLAN A	PLAN B	APPROVED	POS
Purchasing	106,612	2	63,490	170,102		106,612	2
Register of Deeds	0		92,540	92,540		0	0
Risk Management	2,500		16,030	18,530		18,530	0
Senior Citizens/New Prg funding	358,482	2	72,660	431,142		442,125	3
Sheriff	0		1,933,820	1,933,820		0	0
Technical Services	*4		21,420	21,420		0	0
Treasurer	0		87,220	87,220		120,748	0
Conference and Training Funding	176,358		0	176,358		176,358	0
Traffic Safety Association Membership	9,000		0	9,000		9,000	0
Lake and River Cleanup	0		0	0		0	0
Retiree Medical-Prescription	*9		0	1,500,000		1,500,000	0
Cost of Unemployment	-205,802		0	-205,802		-205,802	0
SUB-TOTAL	5,577,745	40.5	7,000,000	12,577,745		621,031	3
Limit MTB subsidy to \$4M						2,201,545 *8	
GRAND TOTAL TO DATE						2,822,576	
						8,400,321	43.5

- *1 Elimination of CHORE Program not approved
- *2 Pending Wayne State Contract Agreement
- *3 Elimination of Public Affairs Specialist not approved
- *4 Referred to JPS Committee
- *5 Referred to Health Services
- *6 Action on Plan B postponed
- *7 Plan B cuts not approved
- *8 Social Services Board Proposal approved by 10/9 Full Board.
- *9 Recommendation of HR Director approved by 10/9 Full Board

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Community Services Agency.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$43,610.

The Finance Department has reviewed the response from the Director regarding the implementation of Plan B. The Director indicated that there is County Health Dollars that could be leveraged in the MCCSA programs reducing the County subsidy by \$262,747 in 2009, and would not result in any layoffs.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa

September 10, 2008

Frank T. Taylor
Director

TO: David Diegel, Director
Macomb County Finance Department

FR: Frank T. Taylor, Director *[Signature]*
Macomb County Community Services Agency

RE: 2009 Budget Reduction

This correspondence is a response to your August 29, 2008 memo to reduce our general revenue request by an additional \$44,380.

Our current 2008 adopted budget is \$1,101,525. In August of 2008 we made a very difficult Department recommendation to begin efforts to eliminate the Chore/Home Injury Control program by September 30, 2009. This would save the County approximately \$30,000. In addition, we have found a new revenue stream that will effectively reduce our County net revenue request by ~~\$267,167~~ to \$834,358 for 2009. The County Health Plan funds totaling \$399,651 will support services in our Senior Nutrition and Head Start programs.

262,747

We have been very successful over the last five (5) years to identify opportunities to reduce our operating expenses. This action is another attempt by this Department to go beyond the minimum expectation to maintain a County-wide balanced budget.

If you have any further questions regarding this matter, please contact me.

2009 - \$ 1,097,015
834,358
CITY HEALTH PLAN 262,747

MACOMB COUNTY BOARD OF COMMISSIONERS

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RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the 42nd District Court Division I – Romeo.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$7,630

The Finance Department has reviewed the response from the Judge Denis LeDuc regarding the implementation of Plan B. Judge LeDuc indicated that he would like to address the Budget Committee regarding the Court's budget.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008

State Of Michigan



DENIS LeDUC
District Judge

42-1 DISTRICT COURT

DIANE SMILES
Court Administrator

Magistrate's Office
586-752-7149

September 10, 2008

Mr. David M. Diegel, Finance Director
Macomb County Finance Department
10 N. Main St, 12th Floor
Mt. Clemens, MI 48043

RE: 2009 BUDGET/Your Letter of 8/29/08

Dear Mr. Diegel:

This will acknowledge receipt of your letter of August 29, 2008 seeking proposed cuts of \$7,630.00 from our 2009 budget over cuts already made.

As our control unit, the County of Macomb, the Board of Commissioners, and yourself have always given outstanding support to this Court. I and my staff appreciate our long partnership in providing the services of the Judicial branch of our government to the citizens of Northern Macomb County. In regard to your request, I would point out that I am an elected State District Judge presiding over a State District Court, the duties and responsibilities of which are mandated by the Statutes and Constitution of the State. We are now very close to the point where any further financial cuts would seriously impair our ability to generate significant revenue for the County and the State as well as endanger our ability to fulfill our statutory and constitutional duties.

We have already made significant cuts to our 2009 budget as follows:

90101	Printing and reproduction	Less \$2,500.00
80905	Witness fees	Less \$1,000.00
72702	Books	Less \$1,500.00
80901	Jury fees	Less \$2,500.00
TOTAL		\$7,500.00

We are also very disappointed in the enormous drain of money, time, effort and manpower from this Court on the long delayed Integrated Court computer project initiated by the County but in our opinion essentially ineffective. As we enter into the 2009 budget year, we believe this project should be thoroughly reviewed, and we look forward to doing so with you.

I would also like to review with you several highly successful projects that we have developed over the last two years that we believe have resulted in significant cost saving and/or revenue generation for the County. For example, this Court is a voluntary signatory to the Macomb County Jail Bed Allocation Agreement. Based on our past history of prisoner usage of the jail, this Court was allocated 40 bed spaces. With our criminal caseload, we could easily fill those spaces and many more. We understand that the cost to the County of those spaces has been approximately \$80.00 per day and is a significant budgetary drain.

Shortly after the implementation of the agreement, I created a standing committee consisting of myself, the Court Administrator, Deputy Court Administrator and Probation Supervisor. That committee meets every Thursday morning and reviews the entire list of prisoners being held at the jail by order of this Court. If bond can be lowered, or a prisoner released in some other way commensurate with public safety, we are doing so. As a result, we have averaged only 37 prisoners compared to the 40 allocated. This has resulted in an annual cost savings to the County of \$87,600.00.

We are also responding to the jail overcrowding situation on an emergency "as needed" basis. For example, I received an e-mail from Judge Mark Switalski on Tuesday, September 9th that the jail had exceeded its capacity by thirteen prisoners. We immediately reviewed all our jail cases and I was able to assist the County by releasing four prisoners that afternoon even though this Court was already well within its 40 bed limit. We will continue this policy into fiscal year 2009 with the added goal of averaging 36 prisoners instead of our present 37. If we are able to achieve our goal and still provide adequate protection for the citizens of this District, we will provide you an additional cost savings of \$29,200.00.

In late 2005, in cooperation with the District Court Probation Department, we began our own pilot program to require Community Service in lieu of County jail time, particularly for younger drug and alcohol offenders. We felt they would benefit from giving back to the community and the cost savings to the County would be significant. This was coupled with intense drug and alcohol testing to assure that these defendants were remaining clean and dry. With the support of yourself and the Board of Commissioners, this program has grown beyond all our expectations.

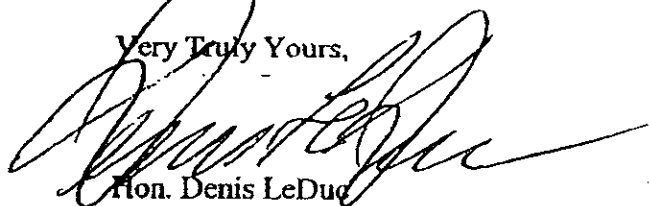
For 2006, 1,345 jail days were saved by allowing the defendants to do Community Service with various participating non-profit agencies, such as local churches, the Salvation Army, local fire and police departments, service clubs, and parks and recreation department. This amounted to a cost savings for the County of \$107,600.00. In addition, the defendants themselves paid for the administrative costs of the program and another \$31,840.00 of revenue was received by the County.

The program grew in 2007. 2,400 jail days were saved with a \$192,000.00 benefit to the County and \$49,160.00 administrative costs were collected for the County that year. For the first 9 months of 2008 ending 9/15/08, 2,500 jail days have been saved at a benefit of \$200,000.00 and administrative costs of \$46,000.00 have been paid to the County as of this date. Our projections for 12/31/08 are 3,165 jail days saved at a total benefit of \$253,200.00 and projected administrative costs collected for the County of \$69,300.00 for the year. We are also projecting a 15% increase in the benefits and revenues generated by this program for 2009.

Also in partnership with the District Court Probation Department we recently began an Intensive Supervised Probation program (I.S.P.). I.S.P. consists of daily preliminary breath tests (PBT's) for alcohol before 9:30 a.m. here at the District Court, and at an independent testing laboratory over the weekend and holidays. Random drug testing is required minimum twice per week, and defendants see their individual probation officer at least once per week. I.S.P. (if appropriate) is given in lieu of jail time (for example: 30 days I.S.P. or 30 days in jail). Administrative oversight fees of \$10.00 per day are charged for I.S.P. To date, this program has saved 2,698 days of jail time at a benefit of \$215,840.00 to the County and generated revenues of \$26,980.00 for the County. Court ordered P.B.T.'s or saliva drug tests are now frequently ordered by the Court for defendants both pre and post conviction. When these are administered by District Court Probation Officers, these tests are charged for. This has generated additional revenue for the County of \$8,995.00 to date. We project a 15% increase in the I.S.P. and testing programs for fiscal year 2009.

Based on all of the foregoing, we sincerely believe that, in the spirit of this Court's long history of cooperation with the County, we are doing everything we can to assist the County for fiscal year 2009 and we will continue to do more. I would be happy to meet with you and the Board of Commissioners to discuss the coming fiscal year and welcome any additional suggestions you may have.

Very Truly Yours,



Hon. Denis LeDuc
District Judge

CC: Honorable Paul Cassidy

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the 42nd District Court Division II – New Baltimore.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$17,570

The Finance Department has reviewed the response from the Judge Paul Cassidy regarding the implementation of Plan B. The Judge indicated that the Court could reduce the Court Appointed Attorney Cost in the operating budget in the amount of \$17,570 in 2009.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008

STATE OF MICHIGAN



42-2 DISTRICT COURT

PAUL A. CASSIDY
District Judge

MARLISA BEAUCHEMIN
Court Administrator

42-2 District Court
35071 23 Mile Road
New Baltimore, Michigan 48047
Tel. (586) 725-9500 Fax (586) 725-1404

JOSEPH COZZOLINO
Magistrate

JOSEPH PLawecki
Magistrate

September 16, 2008

David M. Diegel, Finance Director
Macomb County Finance Department
10 N. Main St., 12th Floor
Mount Clemens, Michigan 48043

Re: Your letter addressing the 2009 Budget

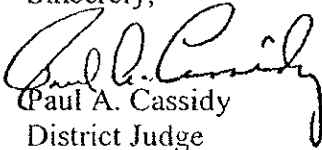
Dear Mr. Diegel:

I am in receipt of your correspondence relative to budget cuts. I have also received Judge LeDuc's letter of September 10, 2008. Judge LeDuc has pretty much explained our position on the present budget. I want to emphasize that in my opinion spending money to pursue implementing Maximus in our courts is a waste of time and money.

I have taken substantial efforts to reduce the costs of court appointed attorneys in our court. If our present numbers hold we will be able to save the \$17,570.

Please feel free to contact me if I can be of more assistance.

Sincerely,


Paul A. Cassidy
District Judge

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Community Mental Health Department.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$242,480

The Finance Department has reviewed the response from the Director of Community Mental Health Department regarding the implementation of Plan B. The Director indicated that they would utilize various services available to them and reduce the County subsidy by an additional \$243,000 in 2009. This action would not result in any layoffs or program reductions.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674

MEMORANDUM

Donald I. Habkirk, Jr.
Executive Director

DATE: September 12, 2008

BOARD OF DIRECTORS

Louis J. Burdi
Chairperson

TO: David M. Diegel, Finance Director

Janice A.B. Wilson
Vice-Chairperson

FROM: ^{duh} Donald Habkirk, Director
Community Mental Health

Joan Flynn
Secretary-Treasurer

RE: 2009 County Budget

Del (Delphine) Becker
Patricia Bill
Nick Ciaramitaro
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
Betty Slinde
Kathy D. Vosburg

Per your memorandum dated August 29, 2008, Macomb County Community Mental Health's proposal to cut an additional \$242,480 from our 2009 County budget request is as follows:

We anticipate that we will reduce utilization of State Inpatient services in Fiscal Year 2009. Our goal is to move consumers out of State Hospitals and into Community settings. This results in reduced per day cost, as well as providing the consumer the ability to be eligible for benefits that they are otherwise not able to obtain in a State Hospital setting. The anticipated savings in County dollars from this effort is \$71,000.00. **A**

A 71000
B 42000
C 130000
\$243000



In addition, we anticipate that we will be able to reduce utilization in Local Inpatient settings. We are reviewing the use of our Crisis Residential Home, our Crisis Stabilization Team, and our Assertive Community Treatment Teams in an effort to divert placements from Local Inpatient Settings. These diversions would result in less utilization of costly hospital placements. The anticipated savings in County dollars is \$42,000.00. **B**



Lastly, we are looking at a system wide approach to ensuring that all consumers have access to benefits that they may be eligible for. We currently have a Department of Human Services employee on site in our administrative office whose sole responsibility is to work with our staff, our contract agencies, and our consumers to ensure that all consumers receive the benefits that they are entitled to. The anticipated savings in County dollars as a result of this effort is \$130,000.00. **C**

Feel free to contact me if you have any questions regarding this submission.

Cc: R. Slaine

A. Tack

MACOMB BOARD OF COMMISSIONERS

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RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Clerk and Register of Deeds.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED:	\$181,300	Clerk
	<u>92,540</u>	Register of Deeds
	\$273,840	

The Finance Department has reviewed the response from the Clerk/Register of Deeds regarding the implementation of Plan B. The Clerk indicated that they would use the Register of Deeds Technology Fund to pay \$248,773 to offset the cost of Indexing-Imaging for the register of Deeds landaccess.com web site. In addition, the Clerk indicated that a reduction of one vacant staff position in the Clerks Office would have to be done to make the target. Therefore it is recommended that the Register of Deeds revenue be increased \$248,773 and one vacant Typist Clerk I/II be deleted at a cost of \$50,679 from the Clerks Budget, for a total budget reduction of \$299,452 in 2009. This action would not result in any layoffs.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008



Carmella Sabaugh

Todd Schmitz
Deputy Clerk

Macomb County
Clerk/Register of Deeds

Betty A. Oleksik
Deputy Register of Deeds

TO: David Diegel, Director
Finance Department

FR: Carmella Sabaugh *CS*
Clerk / Register of Deeds

RE: 2009 Budget / Plan B

DATE: September 12, 2008

I am writing to provide you with my proposed cuts if the Board of Commissioners opts for Plan B as discussed in your August 29, 2008 letters. I understand that the clerk/register of deeds would need to cut a total of \$273,840.

I would propose to pay approximately \$248,272.92 annually from the Register of Deeds Technology Fund to cover the cost of Indexing-Imaging for the register of deeds landaccess.com web site currently in account 10123601-94002. We may be able to use the Technology Fund to cover the \$206,462.33 estimated credit plus the \$48,000.59 estimated invoice. The Technology Fund is to be used to pay for technology improvements to the office, but we may be able to use the fund to cover the existing web site technology. Attached you will find figures for the landaccess.com site and my conservative projections for the balance of the year.

In order to cut the remaining \$25,567.08 I would have to cut a staff position.

Clerk's Office
40 N. Main St.

Mount Clemens, MI 48043
586-469-5120

Fax: 586-783-8184

<http://www.macombcountymi.gov/clerksoffice>
clerksoffice@macombcountymi.gov

Fax-on-Demand

Michigan: 1-888-99-CLERK
Out-of-State: 310-575-5035

Register of Deeds

10 N. Main St.
Mount Clemens, MI 48043
586-469-5175

Fax: 586-469-5130

<http://www.macombcountymi.gov/registerdeeds>
registerdeeds@macombcountymi.gov

**MACOMB COUNTY REGISTER OF DEEDS
2008 INDEXING - IMAGING - LAND
10123601-94002**

ACS INVOICE
\$1.72 UNIT PRICE

LANDACCESS.COM CREDIT

ACS CREDITED INVOICE

JAN 2008	\$	22,934.48	\$	18,225.95	\$	4,708.53
FEB 2008	\$	19,122.96	\$	16,172.24	\$	2,950.72
MAR 2008	\$	28,765.28	\$	17,635.86	\$	11,129.42
APR 2008	\$	25,650.36	\$	19,247.09	\$	6,403.27
MAY 2008	\$	23,871.88	\$	17,948.23	\$	5,923.65
JUN 2008	\$	21,355.52	\$	20,185.34	\$	1,170.18
JUL 2008	\$	17,762.44	\$	17,047.62	\$	714.82
AUG 2008	\$	17,762. ⁰⁰	\$	16,000. ⁰⁰	\$	3,000. ⁰⁰
SEP 2008	\$	17,762. ⁰⁰	\$	16,000. ⁰⁰	\$	3,000. ⁰⁰
OCT 2008	\$	17,762. ⁰⁰	\$	16,000. ⁰⁰	\$	3,000. ⁰⁰
NOV 2008	\$	17,762. ⁰⁰	\$	16,000. ⁰⁰	\$	3,000. ⁰⁰
DEC 2008	\$	17,762. ⁰⁰	\$	16,000. ⁰⁰	\$	3,000. ⁰⁰
TOTALS	\$	159,462.92	\$	126,462.33	\$	33,000.59

+ 88,810.⁰⁰
#248,272.92

+ credit
80,000.⁰⁰
206,462.33

+ 15,000.⁰⁰
#48,000.59

Monthly totals we pay A.C.S. for our indexing; images and use of equipment

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Information Technology.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$185,850

The Finance Department has reviewed the response from the Director of IT Department regarding the implementation of Plan B. The Director indicated that the Department would eliminate one Analyst/Programmer position which will be vacant upon an internal promotion within the IT Department filling the current vacant Business Systems Analyst. Further the Director indicated that the Telecommunications Budget would be reduced by \$58,000, which would result in a reduction in \$58,000 cost in departmental internal service telephone expenses. Lastly, the Director is requesting that \$105,000 Capital Projects funds, which she indicated will not be required, be returned to the County General Fund. This funding is a one time savings and will not be available in future years. If approved by the Budget Committee, the budgetary savings of \$243,453 in 2009.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008



INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-0524 FAX 586-469-6547
macombcountymi.gov

September 12, 2008

C. N. Zerkowski
Director

TO: David Diegel, Director
Finance Department

Updated

K. Barbieri
Deputy Director

FROM: Cyntia N. Zerkowski, Director
Information Technology *CN*

RE: Plan B 2009 Budget Reduction

In response to the August 26th Budget Committee directive for a written plan to generate \$185,850.00 in savings as identified in Plan B, for the department of Information Technology, the following is proposed:

Analyst/Programmer projected vacant position elimination:	\$ 80,453.46
Telecommunication Budget reduction	\$58,000.00
Release of previously appropriated IT Capital:	<u>\$105,000.00</u>
	<u>\$243,453.46</u>

The Analyst/Programmer vacancy is predicated on an anticipated promotion coming out from this classification. The vacated position is proposed to be eliminated and a budget reduction of \$80,453.46, inclusive of benefits, could be attained.

Further savings have been netted as a result of the continued efforts to reduce costs on telecommunication vendor billings. As a result, the Telecommunications Budget can be reduced by \$58,000.00 for 2009.

The relinquishment of \$105,000.00 in capital is based on a group consensus to forego the previously proposed electronic in-court software change in favor of exploring an electronic clip board solution. While the electronic clipboard solution does not provide all of the functions, it does provide for a paperless environment and an electronic signature which are primary goals. The cost of the electronic clipboard solution is projected to be significantly lower, and while it needs to be more fully investigated, clearly \$105,000.00 of the budget can be released.

The Budget Committee of August 26th has already adopted Plan A reductions for Information Technology as an action item. Plan B proposed reductions total \$243,453.46, which exceed the requested target of \$185,850.00.

CZ/de

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RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Purchasing Department.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$64,400

The Finance Department has reviewed the response from the Purchasing Manager regarding the implementation of Plan B. The Manager indicated that the Department would delete the usage of overtime in the Purchasing Department and will implement a four-day work week and pay (30 hours per week) for 2 employees who have requested it in line with County policy. This would result in savings in the amount of \$48,945 in 2009. This action would not result in any layoffs.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008



FINANCE DEPARTMENT

Purchasing Division

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5255 FAX 586-469-6612
macombcountymi.gov/purchasing

David M. Diegel
Finance Director

Polly A. Helzer
Purchasing Manager

Tim Corcoran
Asst. Purchasing Manager

Date: September 15, 2008

To: David M. Diegel, Finance Director

From: Polly A. Helzer, Purchasing Manager 

Subject: 2009 Budget Cuts

Purchasing, which includes Microfilm/Archives, Central Stores, Print Shop, and Mailroom, is a small department with a staff of only 23 employees. We purchase commodities and services which enable departments to function in their specific areas.

As you are aware, the first 2007-2008 go around of cuts and savings, this department did the following:

Staff – one position	\$26,369.46
Hard dollar savings	\$32,589.00
Revenue (includes auction)	\$130,345.13
Soft dollars	<u>\$71,438.32</u>
	\$260,741.91

Now for the 2009 Budget year, we are asked again for cuts and savings, but this time the effects of this request will be most devastating to this department, employees, and the County as a whole.

Plan A cuts are as follows:

Microfilm Operator
Mail Services Clerk

The consequences of Plan A:

Mail Services at present has four full-time positions in the Mailroom. The layoff of one position will constitute the following changes:

1. All mail runs that are done twice a day will have to be cut down to once a day. See **Attachment A** for our outside mail run schedule.

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Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tamm - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Lynn Ouellet - District 26

2. Mail pick up at the Court Building, Administration Building, and County Building will have to change. We are suggesting that departments take on the responsibility of delivering mail to and picking up mail from the Mailroom in the County Building basement. These three Mail Service Clerks now will do the following:
 - i. One position sorts all mail, receives all UPS – FedEx packages, etc.
 - ii. One position runs mail machine, calculates mail and shipping daily sheets that are included in a monthly report
 - iii. One position will do outside mail run, sort

Plan B cuts are as follows:

Attached herewith is a list of reductions that can be implemented within the Purchasing Department, see **Attachment B**. This attachment contains a variety of savings, which includes:

1. A freeze on all overtime would eliminate overtime on Budget Reports, Board of Commissioners special projects, inventory of Central Stores, and uniforms to name a few.
2. Two employees have shown an interest in a four-day work week (four-days work for four-days pay.)

These reductions will have a direct impact on the services we provide to elected officials and County departments.

Also attached is an additional list of proposed savings for the 2009 Budget that will be implemented in the Purchasing Department, see **Attachment C**. These proposed savings amount to \$27,744.97. This department continues to implement unrecognized results in cost-savings to the County's various departments. Also see **Attachment D** for the revenue generated by Purchasing in 2008. This generated revenue totals \$138,345.13.

My concern is that the Board of Commissioners will adopt any plan that will result in layoffs of necessary Purchasing staff and cuts in other services. The Purchasing Department has always done a very professional job in providing exceptional services and substantial cost saving to the County and its taxpayers.

MAILROOM ROUTES BY TIME OF DELIVERY

Morning

Access Center (CMH)
First North/Central Records (CMH)
Sheriff - twice a day
Health - twice a day
MTB - twice a day
Hall Road Central Receiving - twice a day
Radio / Emergency Management - twice a day
VerKuijen: Suite 1 CMH Specialized Residential
twice a day / one pickup location Suite 2 CMH Voc. & Day Prof. Services
Suite 3 Veterans
Suite 4 Legal Aid
Suite 5 CMH Specialized Residential
Suite 6 Senior Citizens
Suite 7 DHS (Dept. of Human Services)
Suite 8 DHS (Dept. of Human Services)
Suite 9 Seniors Legal Aid
Suite 10 MCCSA
Suite 11 MSCWDB (was JTPA)
Suite 12 Co-op Extension
Suite 13 WIC

Mental Health Building
Probate Ct. - twice a day
Juvenile Justice Center - twice a day
Juvenile Court - twice a day
Knollwood
County Library
Ventures/EHS (CMH)
Public Works - twice a day

Midday

SE Health/First SE-CMH/Seniors SE
Crossroads/Clubhouse (CMH)
First SW (CMH)
SW Health
Freedom Hill

Afternoon

Public Works - twice a day
Sheriff - twice a day
Health - twice a day
MTB - twice a day
Hall Road Central Receiving - twice a day
Radio / Emergency Management - twice a day
VerKuijen Building - twice a day / one pickup location
Animal Shelter
Probate Ct. - twice a day
Juvenile Justice Center - twice a day
Juvenile Court - twice a day
Clemens Center: District Court Probation
Circuit Court Probation
Workers' Compensation
MCCSA

Attachment A



2009 BUDGET PROPOSAL PURCHASING DEPARTMENT

Category	Position	Department	Hr. Rate	Hours	Proposed Savings	Total
Full Time	Multiple*	Central Receiving	Various		Freezing of Overtime	\$ 33,000.00
Full Time	Secretary*	Administration	\$ 20.91	1950	4 Day Work Week	\$ 9,195.00
Full Time	Microfilm*	Microfilm	\$ 15.93	1950	4 Day Work Week	\$ 6,750.34
TOTAL						\$ 48,945.34

* Includes 7% for Social Security, and the subtraction of 3 days Annual Pay for the people willing to accept the 4 day Work Week.

. Includes 7% for Social Security, and % for Macomb County contribution to Pension Program

Attachment B



PURCHASING DEPARTMENT
PROPOSED SAVINGS
FOR THE 2009 BUDGET

DESCRIPTION OF ENCUMBRANCE	2008 ENCUMBRANCE	PROPOSED SWITCH TO	SAVINGS	PERCENTAGE SAVINGS
Maintenance of Typewriters	\$ 5,660.64	REMI GROUP	\$ 952.08	17%
Maintenance of Dictation Equipment	\$ 9,417.00	REMI GROUP	\$ 1,600.89	17%
Maintenance of Audio Visual Equipment Circuit Court	\$ 28,000.00	REMI GROUP	\$ 4,760.00	17%
Maintenance of Audio Visual Equipment Circuit Court	\$ 10,000.00	REMI GROUP	\$ 1,700.00	17%
Brown Roll Towels for All Buildings	\$ 23,641.20	SAME VENDOR CHANGE OF PRODUCT	\$ 6,732.00	30%
Joining MITN/BIDNET	\$ 12,000.00	PERSONNEL COST, SUPPLIES & MAILING	\$ 12,000.00	100%
TOTAL			\$ 27,744.97	

RECYCLABLE PAPER

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Facilities and Operations/Facilities and Operation Security.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$671,650

The Finance Department has reviewed the response from the Director of Facilities and Operations regarding the implementation of Plan B. The Director has indicated various proposals, if enacted, would result in \$579,326 in budgetary savings, which are highlighted and underlined below. Other savings outlined in her October 8, 2008 memo would require further action for implementation:

1. Close all County Buildings at **5:00 P.M.** Elimination of evening programs would allow for the elimination of 3 guard positions at a savings of \$165,380. An alternative is to charge for evening programs. It is undetermined if enough revenues could be generated to offset costs of the security guards. If approve, this would result in the layoff of 3 positions.
2. Eliminate one vacant painter position saving \$91,126. No layoff required.
3. Eliminate one part-time Account Clerk position saving \$11,411, this would result in a layoff.
4. Eliminate two additional Housekeeper positions in addition to the 4 eliminated in Plan A. However it would require transferring 2 Housekeepers to vacant Custodian positions, which gives the Department more flexibility in functionality (i.e. snow removal, etc.) This would provide a net savings of \$105,162. No layoff required.
5. Eliminate one Groundskeeper position through the promotion of a Groundskeeper to the vacant Custodian Foreman position. This would provide \$60,912 in savings. No layoff required.
6. Reduce energy budget by \$24,644 as a result of installing the ozone equipment at the Jail.
7. Decrease uniform cost by \$8,000.
8. Review the parking at Clemens Center Lot to determine whether employee should be charged for parking. If 141 spaces could be leased, it would generate \$27,000 per year. This would offset the cost of the security service currently at the lot. If it is the desire not to charge, than elimination of the security service would save \$27,000.
9. Eliminate one Boiler/Refrigeration positions saving \$85,691 (contingent upon permanently assigning Mechanical Systems Supervisor and Boiler Refrigeration Foreman position as outline in the Director's Plan B supplement memo dated October 8, 2008). No layoff required.
10. There are other areas that have been mentioned that may save substantial dollars, but implementation requires too many factors to be included at this time.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770

Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

TO: David M. Diegel, Director
Finance Department

SUBJECT: Budget Cuts

DATE: October 8, 2008

At the August 26, 2008 meeting of the Budget Committee, the Facilities and Operations Department was directed to provide a plan that would generate \$671,560.00 in savings. It was also noted Plan A savings would be included. With the inclusion of Plan A, budget cuts requested would be \$1,067,000.00. In addition to that amount, \$200,000.00 is targeted to be deleted from the Building Improvement Budget contained in the Capital Budget, resulting in a total budget cut of \$1,267,000.00.

As you are aware, the Facilities and Operations Department maintains 1.8 million square feet of buildings and the budget contains all building operating expenses (i.e., utilities, building repair and maintenance, equipment repair and maintenance, grounds care) for General Fund buildings.

This Department also provides skilled trades and HVAC maintenance services to Martha T. Berry Medical Care Facility and Juvenile Justice Center.

In addition to the \$1,267,000.00 budget cuts in both Plan A and Plan B, Facilities and Operations/Security complied with the three-percent budget reduction in 2006.

Recently, the 42nd District Court – Division II, Public Works Building and Medical Examiner's Office was completed adding to operational expense.

MACOMB COUNTY BOARD OF COMMISSIONERS

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October 8, 2008

Page 2

Currently, the Hall Road Warehouse is complete and is in the process of being occupied, which will increase operating expense. In late 2008 or early 2009, the Juvenile Justice Center will be complete and fully operational, adding to the workload of the skilled trades, custodian/housekeeping and HVAC maintenance personnel.

The Facilities and Operations Department processes over 9,000 work orders and will easily exceed that figure with the added square footage. It is extremely difficult to cut an additional \$671,650.00 from an operating budget while at the same time increasing the square footage to be maintained and maintaining aging facilities.

In order to reduce the budget, the following items are being forwarded for consideration:

1. Shut Down all County facilities at 5:00 p.m. (except the 24/7 locations)

Currently evening programs and/or activities are occurring at the VerKuijen Building, Southeast Health Center, Majestic Plaza and the Mt. Clemens Health Center. Extended hours are also occurring one day per week at the Court Building and occasionally at the Administration Building. A sampling of programs and/or services conducted in the evening hours are Health Department Clinics, MSU Extension programs, WIC programs, Senior programs, Mental Health Services and the Department of Human Services holds evening hours. Security Guards (Grey Coats) are stationed at these locations due to the extended hours in which the buildings are operating.

We understand the purpose of Government is to provide much-needed services to the public and realize this would be a difficult decision. In the event this cannot occur, at the very least the County should charge for keeping the buildings open for evening meetings and/or services.

With the buildings closing at 5:00 p.m., this would result in a reduction of three (3) Security Guards. With this reduction in manpower, occupants at the aforementioned locations may be required to secure the building at 5:00 p.m.

Shutting down the buildings at 5:00 p.m., would also result in energy savings.

Termination of two (2) Security Guard positions is included in Plan A, provided cashierless parking equipment is purchased.

Another drawback is building issues would go undetected until the following business day.

2. Energy Conservation

As you are aware, under the direction of the Energy Conservation Committee, we have proceeded with the installation of the ozone equipment at the Jail laundry.

Usage was metered before installation and metered while the ozone equipment was running. Based upon the metering results, a savings of \$24,644.00 annually is projected. This savings is based upon a \$5,442.00 savings in water (water and sewer charge) and a natural gas savings of \$19,202.00.

The cost of the equipment is \$19,935.00, resulting in a 9 to 10 month return on investment. Based upon these results, it is our intent to proceed with the purchase of this equipment. There will also be a reduction in laundry chemical costs and a projected 20 percent savings in linen replacement costs.

Please note natural gas consumption will decrease but if we have a more severe winter than last year, we will consume more natural gas.

There is a second smaller laundry operation at the jail and it is our intent to investigate the feasibility of installing the equipment at the second location.

Also, due to the results obtained, this information will be forwarded to Martha T. Berry Administration for their review.

3. Reduction in Utilities

The Facilities and Operations Department has forwarded email to County departments indicating we will be scheduling meetings with each department in an attempt to reduce lighting, and/or energy consumption.

We believe it is necessary to have the cooperation of the departments because we do not want to arbitrarily reduce lighting (disconnecting ballasts) and have the department indicate that lighting is insufficient and expend additional manpower in reconnecting lighting.

Exterior lighting, which is merely aesthetic, has been or is in the process of being eliminated.

In many locations, space heaters are being utilized. These heaters draw a tremendous amount of power and should be eliminated in all County buildings.

If buildings were shut down at 5:00 p.m. we would save energy. Also, consideration of a four (4) day work week would reduce energy consumption.

The computer room(s) located in the County Building are cooled utilizing water-cooled units. These units were to be eliminated in the renovation of the County Building. These units are approximately 35 years old and beyond their useful life. The units also utilize a tremendous amount of water to operate.

In order to reduce water/sewer charges as it relates to these units and costly repairs when necessary, we are investigating replacing the water-cooled units with alternative equipment. We believe this will have a reasonable return on investment, and we will proceed in that direction and report to the Committee our findings.

In addition, where we have lawn irrigation systems we have separated the systems in order to eliminate the sewer charge. We currently have one more building to separate.

4. Reduction in Overtime

If the County would consider operating four (4) days per week (extended days) and closing the building on the 5th day, this would result in reduced energy cost. In addition, this would result in a reduction in overtime. Often repairs and/or replacements require building systems to be shut down, i.e., emergency generator testing, plumbing repairs, electrical work, preventative maintenance and certain custodial/maintenance work.

The reduction in overtime would result if our trades and HVAC maintenance personnel maintain the current work schedule and this type of work would be performed on the 5th day. If a 4 day workweek is not feasible, we are requesting Human Resources meet with the representative Unions (Greater Detroit Building & Construction Trades Council, Operating Engineers, AFSCME and UAW) in order to modify working hours and/or working days.

The ability to have flexibility in establishing the workdays would result in a reduction of overtime expense.

5. Reduction in Housekeeping Personnel

Facilities and Operations currently has two (2) vacant custodial positions which, to date, have not been approved for replacement by the AD-HOC Committee to

re-evaluate confirmation of personnel openings. If these positions are approved, we could eliminate two (2) housekeeping positions. This elimination can occur by providing half-day cleaning services at additional locations. This is already occurring in some locations due to the elimination of four (4) positions in Plan A.

In order to further reduce custodial/housekeeping personnel beyond the two (2) housekeeping positions, we may be required to expand contracted services.

Please note, the elimination of four (4) positions in Plan A and two (2) positions in Plan B will impact the quality of cleaning but we will make every effort to maintain a high standard. We also may require all County employee's assistance. For example, positioning a large trash barrel in areas requesting employees on their way out to deposit their trash in these barrels this would save considerable time and they could devote this time to other cleaning activities.

6. Elimination of Groundskeeper Position

We currently have a vacant groundskeeping position due to a temporary assignment of Groundskeeper to Custodian Foreman. This position could be eliminated if we temporarily assign the Materials Processor/Shop Helper to a Groundskeeper in the winter months to plow snow and to expand contracted services for snow removal at the Clemens Center, Administration Building and New Baltimore Court. We are also requesting to permanently assign the Custodian Foreman position to increase supervision.

7. Elimination of Painter Position

We have evaluated the trades work orders. Currently, we have a tremendous amount of painting, wall covering, etc. for this particular trade. Due to the fact we do not have painting emergencies, we could eliminate a Painter position if we expand contracted services when necessary.

The other trades and HVAC repair and maintenance personnel are critical in maintaining building systems and have to respond to emergencies. The County has a substantial investment in the buildings and the building systems must be addressed.

Obviously the elimination of a Painter will impact aesthetics. I am also requesting the Human Resources Department approach the Greater Detroit Building & Construction Trades Council in establishing an agreement where Trustees could be utilized to paint within the Jail only. This could possibly be established as an Apprenticeship program. Due to the nature of the Jail, the

October 8, 2008

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volume of painting work is tremendous, therefore, allowing Trustees to paint would help alleviate the volume of work.

8. Reduction in Jail – Janitorial Supplies

Eliminate \$100,000.00 from the Facilities and Operations Janitorial Supplies. Budget charges against this line item relate to the laundry operations and our cost of housing inmates rather than building maintenance. Obviously, this money would have to be transferred to the Sheriff's Department Budget.

9. Library Building Expense

The Library Building operating expense is reflected in the Facilities and Operations Budget. This expense would be eliminated when Wayne State assumes control of this facility. Operating expense is budgeted in 2008 at \$132,000.00.

In reviewing the budget, I noticed rental revenue is not included in the Facilities and Operations Budget. I believe this revenue should be reflected in as much as the expenses are included in this budget. Without the inclusion of rental revenue Facilities and Operations is being asked to cut a disproportionate share of the \$7,000,000.00 in Plan B.

Another expense included in the Facilities and Operations Budget is the Romeo District Court and New Baltimore District Court rent payments. Romeo District Court rent payments are listed as \$91,900.00 and New Baltimore Court reflects building rent of \$67,500.00. Rent is not being paid at either location, therefore, both of these line items should be eliminated, thus reducing the Facilities and Operations budget.

Possible revenue sources have also been reviewed. We believe reserved parking at the Clemens Center lot should be explored. Employees could obtain a reserved space at the \$16.00 per month rate. This could also be opened to those employees on the waiting list generating additional revenue.

A parking fee could also be explored in all of the County parking lots to offset the maintenance cost of the lots.

Our trades and HVAC maintenance personnel utilize a work order system. We would like to work with the Finance Department and adjust the hourly rate to accurately reflect current fringe benefits and medical expense.

Negotiate lease agreements with Mental Health at the VerKuilen Building and Southeast Health Center reflecting current market rates. This would result in additional rental revenue. Lease agreements should also be developed for the Mt. Clemens Health Center, Southeast Health Center and Majestic Plaza.

It is extremely difficult to reduce \$1,267,000.00 from the Building Operating Budget when we continue to increase the square footage to be maintained. In addition to the \$1,267,000.00 in 2006, we decreased \$323,000.00 for a total requested reduction of \$1,590,000.00.

We are, therefore, requesting to retain the total compliment of Skilled Trades/Boiler Refrigeration positions after the reductions in personnel in Plan A and Plan B are implemented.

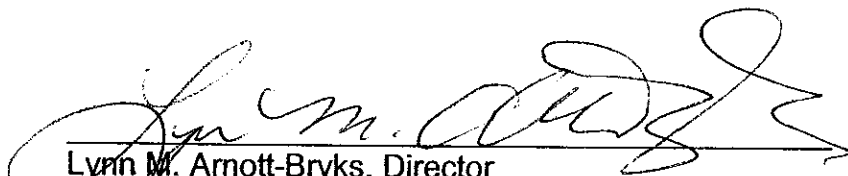
We understand the Budget difficulties and will make every effort to investigate cost savings.

Some of the areas we will continue to pursue are as follows:

- Energy Savings
- Working with Human Resources and the representative Unions on flexible working hours to reduce overtime
- Spread the work force to potentially minimize Vendor services
- Further explore the utilization of the Ozone system

Should you have any questions or require additional information, please contact the undersigned.

Respectfully,



Lynn M. Arnott-Bryks, Director
Facilities and Operations Department

LMAB:jsd

SUMMARY

-Elimination of (3) Security Guards Contingent upon buildings closing at 5:00 p.m.	\$165,380.00
-Uniforms Purchased Decrease Budget (negotiate with Union)	\$ 8,000.00
-Security Services Decrease Budget	\$ 27,000.00
If we lease parking spaces we may want to retain services	
-Eliminate (1) Painter Position Establish Trustee Painting Program	\$ 91,126.00
-Eliminate Part-Time Account Clerk (by operation of lay-off provision in Contract)	\$ 11,411.00
-Eliminate (2) Housekeeping Positions Fill (2) vacant custodial positions	\$105,162.00
-Library Operating Budget (Elimination of operating budget due to agreement with Wayne State)	\$132,395.00
-Jail Laundry Supplies Decrease Janitorial Supplies at Jail; funds to be transferred to the Sheriff's Department	\$100,000.00
-Groundskeeper Contingent upon temporarily assigning Materials Processor to Groundskeeper in the winter and filling the Maintenance Foreman position.	\$ 60,912.20
-Ozone System – Jail Laundry	\$ 24,644.00
-Elimination of water-cooled Units – Computer Room	Currently Reviewing
-Reduction in Overtime Negotiate with Unions or four (4) day Work Week and/or flexible scheduling	
-Energy Conservation	

Gross Square Footage - County Buildings Maintained

Administration Building		129,000
Animal Shelter		11,692
Boathouse		4,800
Central Receiving		25,254
Clemens Center		58,610
Renovated Area:	34,671	
Formerly Ruge's	2,120	
Formerly Sorrento's	1,440	
Formerly Rite Aid	12,209	
Formerly St. Joseph Hosp.	3,740	
Formerly Dr. Purdy	1,600	
Formerly Dispute Resolution C	1,180	
Formerly Detroit Edison	1,650	
County Building and Penthouse		108,500
Court Building, Tunnel and Penthouse		195,200
Jail Building		270,454
Juvenile Court		20,000
Juvenile Justice Center		96,920
Library Building		29,500
Majestic Plaza		39,563
DHS	24,147	
Health Dept.	15,416	
Martha T. Berry Medical Care Facility		118,650
New Area:	39,000	
Renovated Area:	79,650	
Mount Clemens Health Center		31,600
North Area Satellite Facility (Romeo Court)		17,000
Parking Structure		235,000
Probate Court Facility		20,480
Public Works		8,600
Robert A. VerKuilen Building		78,500
Robert A. VerKuilen Building Addition		40,368
Southeast Health Center		32,200
Trade Field Office and Shops		4,000

TOTAL GROSS SQUARE FOOTAGE:	1,575,891
NEW COUNTY FACILITIES	<u>226,125</u>
GRAND TOTAL:	1,802,016

Gross Square Footage - New County Facilities

Medical Examiner's Office (Morgue)		6,200
Public Works		31,871
1st Floor:	18,300	
Basement	13,571	
42nd District Court (New Baltimore)		40,000
1st Floor:	20,000	
Basement	20,000	
Juvenile Justice Center		41,640
ADDITIONAL SQUARE FOOTAGE UPON COMPLETION OF RENOVATION		
Hall Road Warehouse (when fully operational)		106,414

TOTAL GROSS SQUARE FOOTAGE:	226,125
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Facilities & Operations Department

Work Order Summary

<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>
1,122	1,367	1,412	2,038	2,341	3,911
<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>
4,911	5,623	5,968	6,215	6,485	6,498
<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
6,487	7,058	7,048	7,088	7,182	7,231
<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
7,198	7,304	7,583	7,634	7,725	7,850
<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
8,007	8,167	8,330	8,497	8,831	9,165

*Estimated figure

Budget Year 2009
 Organization Facilities & Operations-Security
 Org Number 42601

MACOMB COUNTY DEPARTMENTAL STATISTICAL DATA

<u>TYPE</u>	<u>2006</u>	<u>2007</u>	<u>PROJ</u> <u>2008</u>	<u>PROJ</u> <u>2009</u>	<u>PROJ</u> <u>2010</u>
Incident Reports issued	2,860	2,860	2,860	2,860	2,860
Valve Inspection Reports	260	260	260	260	260
Exit/Emergency Light Status	quarterly	quarterly	quarterly	quarterly	quarterly



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770

Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

TO: Dave Diegel, Director
Finance Department

SUBJECT: Plan B Supplement

DATE: October 8, 2008

This correspondence is to supplement the information previously forwarded in Plan B, resulting in additional savings.

We temporarily assigned the Boiler/Refrigeration Foreman to Mechanical Systems Supervisor. This position is extremely important and oversees all the mechanical systems in all County facilities.

When the Boiler/Refrigeration Foreman was temporarily assigned, a Boiler/Refrigeration personnel was temporarily assigned to the Foreman position. Both of these individuals are exemplary employees and are critical to maintaining the systems.

We are, therefore, requesting these individuals be permanently placed in these positions. If these positions are approved, we could eliminate a Boiler/Refrigeration position.

The County has recently added 226,125 square feet of buildings to maintain. We are requesting to retain the total compliment of people after the reductions in personnel in Plan A and B are implemented

Should you require any additional information, please contact the undersigned.

Respectfully,



Lynn M. Arnott-Bryks, Director
Facilities & Operations Department

Attachment

LMAB:jsd

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzjy - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Troen - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Lynn D. ...

SUPPLEMENT TO PLAN B

Boiler/Refrigeration Operator

Permanently assigning Mechanical Systems Supervisor
and Boiler Refrigeration Personnel

\$ 85,691.00

Eliminate Boiler/Refrigeration Position

TO: John H. Foster
Assistant Finance Director

FROM: Stephen L. Smigiel
Accounting Manager

DATE: October 9, 2008

SUBJECT: **Facilities and Operations Plan B Review**

Pursuant to your request, I have reviewed the Plan B proposal submitted by the Lynn Arnott-Bryks, Director of the Facilities and Operations Department. The target for the department is \$671,500 and the true net savings identified under the proposal is approximately \$492,000, as outlined in the bulleted points below. The specifics of the proposal are addressed under separate cover from Ms. Arnott-Bryks (attached).

- The County currently budgets one Security Guard position on afternoons at the Southeast Health Building, Majestic Center and the Verkuilen Building, primarily for the purpose of having a security presence during evening programs held at those facilities. Ms. Arnott-Bryks feels that those three positions could be eliminated at an annual savings of \$165,000 if these buildings were closed at 5:00 PM every day. This would, however, require the evening programs to be discontinued. Alternatively, the County could charge fees for the evening programs to offset the cost of providing the Security Guards, although the fees necessary to generate sufficient revenues to cover the salaries and benefits of the full-time Security Guards have not been determined as of this point in time.
- Eliminate of one painter position at an annual savings of \$91,000.
- Eliminate one part-time Account Clerk position at an annual savings of \$11,000.
- Eliminate two housekeeping positions that through the promotion of two Housekeepers to Custodian positions that are currently vacant, at an annual savings of \$105,000. The two Custodian positions have not been reconfirmed at this point in time.
- Eliminate one Groundskeeper position through the promotion of a Groundkeeper to a vacant Custodian Foreman position at an annual savings of \$61,000.

- Projected annual energy savings of \$24,000 going forward as a result of installing ozone equipment at the jail.
- Discontinue the purchase of pants for custodial staff at an annual savings of \$8,000. This would have to be negotiated with the union.
- Eliminate contracted security services at the Clemens Center at an annual savings of \$27,000. Alternatively, continue security service and charge employees for reserved parking spaces. The cost of one parking space would be \$16 per month (\$192 per year) and 141 spaces would have to be assigned to cover the cost of continuing security services. The County is bound by contract to reserve 76 of the 252 spaces for individuals reporting to Circuit Court Probation, leaving 176 potential revenue generating spaces. There are approximately 179 people that the County could charge for a reserved space (19 County employees at District Court Probation, approximately 100 State employees at Circuit Court Probation and 60 County employees on the waiting list), a number that exceeds the 176 spaces available after considering the 76 that must be reserved for probationers.

Ms. Arnott-Bryks has also proposed transferring the janitorial supplies budget to the Sheriff Department. While I concur that this should be done for accounting purposes, it would simply increase the budget of the Sheriff Department and, therefore, result in zero net savings to the County. She has also proposed eliminating the operating budget of the Library from the budget. However, this cost has already been accounted for in Plan A and, therefore, cannot be considered as Plan B savings. Ms. Arnott-Bryks has several other suggestions in her proposal that could potentially result in significant savings that have not been considered herein because their implementation is dependent on too many unknown factors at this point.